

Bellingham Technical College

OMWBE Strategic Plan

January 9, 2007

Mission Statement

The Bellingham Technical College is committed to the ongoing participation of minority and women's business enterprises principally through providing ongoing service contracting opportunities in the development and operation of the College.

Responsible Officer

The Vice-President of Administration directs and supports the implementation of this plan.

Strategies for Outreach

The College will continue to participate in our ongoing community vendor events. The vendor fairs, sponsored by the City of Bellingham, the College, and a collection of state and local governmental agencies, are designed to maximize opportunities for local businesses, specifically including minority and women's business enterprises. We appreciate, and hope to see the continued attendance by OMWBE at these events.

The Purchasing Department will continue to post our contracting opportunities as "open" and available to all potential suppliers and contractors on the Washington Electronic Business Solution ("WEBS") site.

Whenever possible the Purchasing Department will publish Request for Quotations and Request for Proposals in a manner that encourages responses by small businesses. While the College will continue to aggregate items to achieve best pricing, efforts will be made to determine whether requests may be offered in contract sizes amenable to small businesses.

The Purchasing Department will use the WEBS database of MBE and WBE firms to identify certified firms capable of supplying required goods and services. The Purchasing Department will request prospective suppliers and contractors to register with WEBS and encourages eligible firms to seek certification through OMWBE.

The College will continue to promote utilization of certified second tier subcontractors and suppliers for capital construction projects.

The Purchasing Department will also participate in vendor outreach programs sponsored by the Department of General Administration, including the annual training conferences and trade shows.

Staff Training

The Purchasing Manager will annually train employees with responsibility for procurement and contracting regarding the appropriate measures for each of the outreach strategies.

The Controller will annually train the Fiscal Technicians regarding the appropriate reporting methods through identification and classification of vendors for payments that are reported through the SBCTC to OMWBE.

The Purchasing Manager will provide training to procurement card holders regarding the opportunities within the Direct Buy limits for purchases from certified MBE and WBE suppliers.

Annual Goal

The goal of Bellingham Technical College is to maintain the significant level of participation already achieved by certified MBE and WBE firms in conjunction with the College's business affairs.

Continuous Process Improvement

In addition, annual reviews to identify new strategies for use of certified businesses will be conducted, and integration of those strategies into the culture and practices of the College will remain a practical priority. These efforts and actions will remain compliant with WAC 326-30-046



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